

TECHNICAL DIRECTION DOCUMENT TRACKING AND FILE INVENTORY

REPORT SHIPMENT DATE: 01/19/01

REPORT DUE DATE: 01/15/01

TDD No.: 506-96-09-006 AMENDMENTS: A-0
 FPN/CERCLIS No./CASE No.: LAB98570711 PAN: 020601RAXX
 SITE NAME/LOCATION: Westbank Asbestos
 START PROJECT MANAGER(S): (1) Jeff Wright (2) _____
 START PROJECT DIRECTOR(S): (1) _____ (2) _____

RESPONSE ACTIVITY	CERCLA ASSESSMENT	PREVENTION & PREPAREDNESS	TECHNICAL SUPPORT
<input type="checkbox"/> Emergency Response (CERCLA)	<input type="checkbox"/> Preliminary Assessments	<input type="checkbox"/> Chemical Emergency (CEPP)	<input type="checkbox"/> General
<input checked="" type="checkbox"/> Removal Support (Funded)	<input type="checkbox"/> Site Inspections	<input type="checkbox"/> Contingency Planning	<input type="checkbox"/> _____
<input type="checkbox"/> Oil Spill Response	<input type="checkbox"/> Site Insp. Prioritization	<input type="checkbox"/> Chemical Safety Audits	
<input type="checkbox"/> Eng. Eva./Cost Anal.(EE/CA)	<input type="checkbox"/> Exp. Site Insp./Remedial Inv.	<input type="checkbox"/> SPCC Inspections	
<input type="checkbox"/> Reg. Response Center Support	<input type="checkbox"/> HRS/NPL Package	<input type="checkbox"/> Oil Program Initiatives	
<input type="checkbox"/> Site Documentation	<input type="checkbox"/> Removal Assessment		
<input type="checkbox"/> Removal/Support PRP	<input type="checkbox"/> Integrated Assessment		

FILE CHECKLIST

PM	PR	PD	QA	EC	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TDD TARGET COVER SHEET (START files only)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	WRITTEN REPORT
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SITE LOCATION MAP
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SITE SKETCH(S)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PHOTOGRAPHS/SLIDES <input checked="" type="checkbox"/> EPA, <input checked="" type="checkbox"/> TM, <input checked="" type="checkbox"/> BR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UNUSED PHOTOGRAPHS/NEGATIVES (Located in BR file only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DIGITAL PHOTOS (DP)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DISK COPY OF DP <input type="checkbox"/> EPA, <input type="checkbox"/> TM, <input type="checkbox"/> BR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VIDEO TAPE <input type="checkbox"/> EPA, <input type="checkbox"/> TM, <input type="checkbox"/> BR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HISTORIC RPTS./BACKGROUND
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PRP/STATE REPORTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DEED AND TITLE (D&T) PROCUREMENT (Include same as lab sub.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COPY OF D&T REPORT (Original to EPA under separate cover)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OTHER PROCUREMENT (Include same as lab subcontract) <u>ENSL</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SAMPLING QA/QC WORK PLAN
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LAB SUBCONTRACT PROCUREMENT (Cover Memo, AOW, Bid <u>Reservoir</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Analysis, Vendor Bids, Blank Bid Request, Signed PR; Consent to EPA, Consent from EPA, Signed PO, Letter to Vendor, Signed Invoice)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HAZARD CATEGORIZATION FIELD DATA SHEETS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHAIN- OF- CUSTODY FORMS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANALYTICAL RESULTS/ DATA VALIDATION SUMMARY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WASTE DISPOSAL EVALUATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIL AND HAZARDOUS MATERIALS SPILL INVESTIGATION FORM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HAZARDOUS AIR RELEASE INVESTIGATION FORM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FRP/SPCC FIELD CHECKLIST
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FRP/SPCC/EPCRA REPORT/DRAFT LETTER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SACM CHECKLIST
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DISK COPY OF SACM <input type="checkbox"/> EPA, <input type="checkbox"/> TM, <input type="checkbox"/> BR, <u>Sitrep</u>

✓ TDD 506-96-07-0012 + AH. A-0

PM	PR	PD	QA	EC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ENFORCEMENT CHECKLIST
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PA PACKAGE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SI PACKAGE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PREScore/REF <input type="checkbox"/> EPA, <input type="checkbox"/> TM, <input type="checkbox"/> BR, (Confidential)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PA & REFERENCES <input type="checkbox"/> EPA, <input type="checkbox"/> TM, <input type="checkbox"/> BR
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DISK COPY OF <u>Report</u> <input type="checkbox"/> EPA, <input type="checkbox"/> TM, <input type="checkbox"/> BR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TRAINING AGENDA MANUAL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OVERALL SITE SAFETY PLAN (HASP)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRAFT ON-SCENE COORDINATORS REPORT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DISK COPY OSC REPORT <input type="checkbox"/> EPA, <input type="checkbox"/> TM, <input type="checkbox"/> BR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FEDERAL RECORDS CENTER TRANSMITTAL AND RECEIPT LIST
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POLREPS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RECORDS OF COMMUNICATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDIA ARTICLES
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	COPY OF LOGBOOK (Original in Dallas START only)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	COPY OF ORIGINAL TDD & AMENDMENTS A thru <u>0</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Westbank Database</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Database input</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Example of Field Site Forms</u>
NON-EPA DELIVERABLES					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SITE SAFETY PLAN (Original and 2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SITE SAFETY PLAN WAIVER (Original and 2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COPY OF SAMPLING QA/QC WORK PLAN (Dallas QAO)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROJECT DESCRIPTION (Original and 2 copies)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DISK COPY OF FRCTR LIST (Dallas only)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LOGBOOK AUDIT FORM (Original plus 4 copies)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NON-CLP TRACKING FORM, EACH LAB (Original plus 4 copies)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DISK OF ELECTRONIC DOCs. (Items noted under EC column: BR only)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Confidential Attachments (See last report)</u>

REVIEWERS:	NAME	DATE	NAME	DATE	NAME	DATE
PM:	<u>M. Hansen</u>	<u>1-19-01</u>	PR:	<u>Carol A. Fung</u>	<u>1/19/01</u>	PR:
PD:			QA:			Audit:

REMARKS: _____

LISTED DELIVERABLES WERE PROVIDED TO: ☒ BR-START ☒ EPA-FILES ☐ USCG NPFC via L. Collins ☐ LDEQ via _____
☒ DAL-START ☒ EPA-TM ☐ USCG via _____ ☐ _____

OTHER ITEMS SUBMITTED TO EPA BUT NOT RETAINED IN START FILES, OR DELIVERED UNDER SEPARATE COVER:

☒ SITE FILE 18 boxes (via slow mail 1/19/01)
☐ RAW ANALYTICAL DATA
☐ ORIGINAL DEED AND TITLE DOCUMENTS

9008821



FILE ORGANIZATION CHART

ITEM ¹	START						EPA		OTHER
	BR			DAL			TM	FILE	
	Manila Folder Top Prong			Brown Folder ² Side Prong			Brown Folder ² Side Prong	Brown Folder ² Side Prong	
	Left Side ⁵	Right Side	Other	Left Side ⁵	Right Side	Loose	Right Side	Right Side	
TDD Target Cover Page	---	Copy (on top of report)	---	---	Original (on top of report)	---	---	---	---
Text, tables, figures, attachments ³	---	Copy	---	---	Copy	---	Copy	Original	Copy
Photos	---	Original photos and negatives	---	---	Copy	---	Original	Original	Copy
File Inventory	Copy	---	---	Original clipped ⁵	---	---	---	---	---
Electronic Copy	Bound (in envelope)	---	---	---	---	---	---	---	---
Log Book Audit	Copy	---	Copies: PD, PM, OM, QA File	---	---	Original (marked QAO)	---	---	---
Non-CLP Tracking Form	Copy	---	Copies: PD, OM, Project Chemist, PM	Copy clipped ⁵	---	Original (marked QAO)	---	---	---
H&S Plan	Copy	---	---	Copy clipped ⁵	---	Original (marked Buffalo)	---	---	---
Logbook	---	(Attachment in report)	---	---	(Attachment in report)	Original	(Attachment in report)	(Attachment in report)	(Attachment in report)
QA/QC Work Plan	---	(Attachment in report)	---	---	(Attachment in report)	Copy (marked QAO)	(Attachment in report)	(Original Attach. to report)	(Attachment in report)
Project Description	Copy	---	Copies: PM, OM, Original to Buffalo	---	---	---	---	---	---
Removal Site File ⁴	---	---	---	---	---	---	---	In brown accordion folder	---

Notes:

- 1 Items are presented in the order they are to be included in the file.
- 2 If the report (one set) requires more then 2 brown folders use blue folders.
- 3 For removal reports, the attachments vary depending on who the deliverable is intended for (see report writing guidance document). Photographs are bound separately in a large 2 side prong blue or red folder when a site file is created.
- 4 Individual files should be loose in manila folder and hand labeled, exactly how listed on FRCTR List including dates. All bindings (staples, clips, etc.) must be removed.
- 5 Use 2 small binder clips at top of file. All other items are bound under folder prongs.